IV-E/Maximus FAQ

What placements should be in eWiSACWIS for eligibility purposes?

Maximus strongly encourages ALL placements be entered into eWiSACWIS, regardless of whether they are IV-E reimbursable placements or not. There are several reasons for this:

1) Maximus has discovered that many workers struggle with understanding when an AFCARS/IV-E placement episode begins. It is vital that all placements be tracked should there ever be an audit of the State's eligibility.
2) In the past, counties and the State of Wisconsin have typically tracked placements that were IV-E reimbursable**.** Placements that are not reimbursable need to be tracked for administrative claiming and also as proof of the beginning and/or continuation of a placement episode. Entering all placements into the system also ensures that claiming can be maximized.
3) Federal reporting does not want gaps in the child's placement history.

What is the difference between an initial Out of Home Placement Begin Date and the Removal Date?

The child's removal date is the date the child was physically removed from his or her home and is the start of a new placement episode in out-of-home care. Alternately, the child's placement begin date is the date the child is placed in an out-of-home care setting. Most often a child's removal date and the initial placement begin date are the same. A child may be in several different placements within one placement episode. For example, a child is removed from his or her home on May 1, 2003 and placed in a foster home. The Removal Date would be May 1, 2003 and the Out of Home Placement Begin date would also be May 1, 2003. If the child would then be placed in a different foster home on May 15, 2003, the begin date of this second Out of Home Placement would be May 15, 2003 but the Removal Date is still May 1, 2003 since that is when the child was originally removed from his or her home.

What is the referral process for Maximus?

There are 4 steps to completing the referral process. The first step is to complete the various windows in eWiSACWIS that pre-fill the Title IV-E Eligibility window and referral form (CFS-2123). The second step is to access the Title IV-E Eligibility window and referral form (CFS-2123) and fill in all necessary user entered information. The third step is to electronically send the referral via eWiSACWIS to the MAXIMUS Office Manager. The fourth step is to fax the required hard copies of court documents to Maximus. Below is a detailed outline of each of these steps

<u>STEP ONE</u>
Several pieces of information necessary for the eligibility referral come from different areas in eWiSACWIS. These should be completed prior to the referral to Maximus so that the information pre-fills onto the referral appropriately.

1) Person Management Record for the Child:
    a) Child's Name (Basic Tab)
    b) Child's Date of Birth (Basic Tab)
    c) Child's Social Security Number (Basic Tab)
    d) Child's Mother (Additional Tab)
    e) Child's Father (Additional Tab)
2) Mother's Person Management Record
    a) Mother's Name (Basic Tab)
    b) Mother's Date of Birth (Basic Tab)
    c) Mother's Social Security Number (Basic Tab)
    d) Mother's Race (Basic Tab)
    e) Mother's US Citizen Status (Basic Tab)
    f) Mother's Primary Address (Address Tab)
    g) Mother's Phone Number (Address Tab)
3) Father's Person Management Record
    a) Father's Name (Basic Tab)
    b) Father's Date of Birth (Basic Tab)
    c) Father's Social Security Number (Basic Tab)
    d) Father's Race (Basic Tab)
    e) Father's US Citizen Status (Basic Tab)
    f) Father's Primary Address (Address Tab)
    g) Father's Phone Number (Address Tab)
4) Assets and Employment Window
    Counties must complete both the Assets/Liabilities and Employment Tabs of the Assets and Employment window for each applicable member of the household the child was removed from. (Please see next question for more details.)
5) Document the child's Out of Home Placement(s).

<u>STEP TWO and THREE</u>
Once the above information has been completed, along with the child's Out of Home placement, county workers should access the Title IV-E Eligibility Determination window for the child. This is found by accessing the Eligibility icon for the case on the outliner.

1) Complete all necessary information on the Basic Tab.
2) Access and complete "Deprivation" from Options.
3) Access "CFS-2123" from Options and complete all fields on the template.
4) Access "Refer to SEU Regional Manager" from Options to send the referral to Maximus.

STEP FOUR

Fax the necessary hard copies of the court documents to Maximus. The necessary paperwork includes:

1) Temporary Physical Custody Request
2) Temporary Physical Custody Order/Voluntary Placement Agreement OR
3) Petition

How can the name of the relative or parent be entered on the Basic Tab of the IV-E window when documenting who the child was removed from?

It is necessary to complete a search to select the person the child was removed from.

What is Deprivation?

Deprivation documents certain conditions within the family or needs of the child which impact the child's eligibility. Deprivation should be documented for each child by accessing Options on the Basic Tab of the IV-E window. This should be done prior to accessing the CFS-2123 template as information from the Deprivation pop-up window pre-fills onto the template.

What if the child does not have a Deprivation?

One of the options available on the Deprivation pop-up window is to document that the child does not have a deprivation. If the child does not have a deprivation, workers should document this on the Deprivation pop-up window so it is clear the worker has not overlooked documenting any possible conditions in the home or needs of the child which may fit this category.

Who should be counted as a household member when completing the referral?

EVERYONE living in the household at the time the child was removed from the home should be included in the referral. This includes the child that was removed, the child's siblings, the child's step-siblings, parent(s), step-parent, grandparents (please indicate maternal or paternal), aunts, uncles, etc.

What is the difference between an eWiSACWIS Case ID number and a eWiSACWIS Person ID number?

The Case ID is the number that appears on the outliner that identifies the case. It is a number that is unique to this family's case and is generated by eWiSACWIS. Several different people can be in the same case so all of the people may have the same Case ID number. It appears immediately after the name of the case. See screen shot below.

The Person ID number is the number that appears on the Person Management record for every person in the system that identifies that person within the system. It is a number that is unique to this one individual and is generated by eWiSACWIS. Every individual within the system has a unique Person ID assigned to them. It appears in the upper left-hand corner of the Person Management window. See screen shot below.

Is there a link between the IV-E eligibility window and the MA Certification window?

No. None of the information from the IV-E window pre-fills onto the MA Certification window.

Does Maximus complete the MA Certifications for counties in addition to completing the IV-E eligibility determination?

No. Counties are responsible for completing the MA Certifications for the children receiving services in the county.

Can a MA Certification be completed prior to the completion of a IV-E determination?

Yes. If the county chooses to complete a MA Certification prior to a IV-E determination they should treat the child as a family of one.